

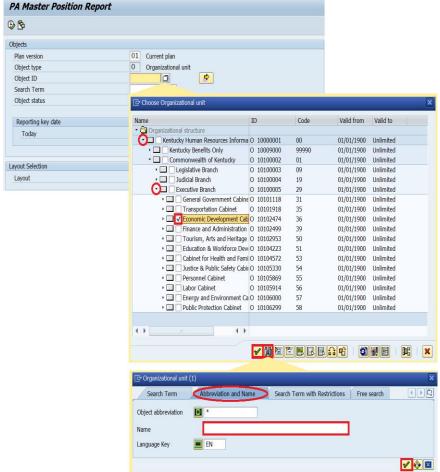
## PA Master Position Report - Report Instructions



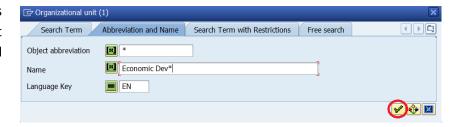
Use this report to view a complete listing of the positions and employees assigned to the selected organization. This report will assist the user with reviewing vacant positions, and employees with unknown race/gender designations. Pertinent employee information can be monitored using this transaction, as well. Specifically, an employee's employment status, sick months of service, salary, and also overtime designation are each available on the PA Master Position Report. Finally, Organizational Unit Chiefs and Reports To relationships are provided on this report.

With the variety of information available that should be monitored regularly, agencies should make preparations to review this report on a monthly basis.

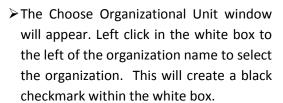
- 1. From the main screen, type transaction code: **ZPAR004\_POSITION.**
- Click the Enter button or press Enter to continue. The PA Master Position Report selection screen will appear.
- 3. Object ID − Place the cursor in the blank field provided and click in the field using the left mouse button. A menu button will appear to the right of the Object ID field.
- 4. Click on the menu button , and the *Choose Organizational Unit* window will appear. From this screen, the needed organizational unit can be accessed using one of two methods:
  - a. The Drill Down method:
    - ➤ Use the arrows to drill down to the organization that you wish to run the report for.
    - ➤ Once located, left click in the white box to the left of the organization name to select the organization. This will create a black checkmark within the white box.
    - ➤ Select *Continue* ✓ to save this selection, and return to the selection screen.
  - b. The Search method:
    - ➤ Use the find icon to open the Organizational Unit search window.
    - Select the Abbreviation and Name tab.



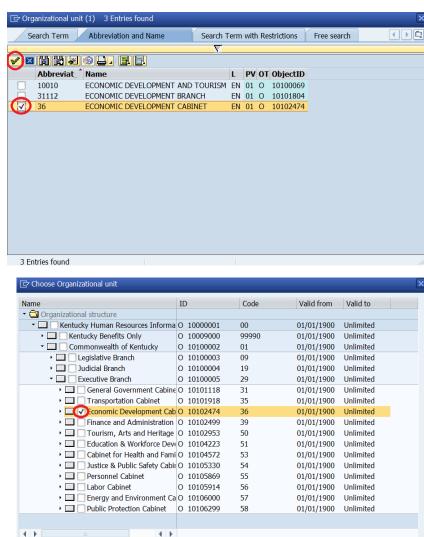
Left click in the Name field. From this field, the name of the organizational unit can be typed. A wildcard \* can be utilized to assist with this search.



- ➤ Select Start Search to begin the search.
- ➤ Once the new Organizational Unit window appears, left click within the white box to the left of the appropriate organizational unit, and then select Copy



- ➤ Select *continue* ✓ to save this selection, and return to the selection screen.
- Reporting Key Date Place the cursor in the blank field provided and click in the field using the left mouse button. In this field, key the date that the report should be ran for. (Format MM/DD/YYYY)
- 6. Click the Execute button .
- 7. The report displays.



															• 1							
Cabinet	Cab Org	Departi	ment				Dep	t Org	Division				Div Org	Branch	Branch	Sec	Sec	Unit	Uni	Pers.No.	Employee/Appl.Name	Incr Date
Economic Development Cabir	et 101024	74 Departi	ment fo	r Busin	ess De	velopm	ent 101	02488												145678	John Doe	01/01/2016
Economic Development Cabir	et 101024	74 Departi	ment fo	r Busin	ess De	velopm	ent 101	02488	Division	of Sma	all Busir	ness Service	10102494								Position Vacant	
Job Title	Job key	Position	Sub	Salary	Gr <sub></sub> C	T Stal	tus EType	e Uncl	Month Ye	ear Rac	ace Ge	ender Count	Reports to	Reports	to Position	Reports	to Re	eports to	Holder_	Chi	ef Chief Org Unit Desc	MOS
Job Title Administrative Specialist III	Job key 20001827												Reports to			Reports		eports to		Chi	ef Chief Org Unit Desc	MOS 43.0